

SARAT CENTENARY COLLEGE

DHANIAKHALI, HOOGHLY

Instruction for online application for admission to 1st Semester classes

Before applying get ready the following items.

(a) Digital/scan copy of candidate's photo (size < 30 KB) , signature (size < 20 KB), HS or equivalent Marksheet(size < 75 KB), Caste/PH Certificate(size < 75 KB) issued by competent authority (wherever applicable)

(b) Your own email id (email id is required at several stages like University registration/ semester exam. form fill up, accessing INFLIBNET contents at library etc.)

(c) Mobile Number (all the information starting from registration, merit list status, payment status etc. shall be communicated to this mobile no.)

(d) Marks sheet of Madhyamik Exam. (or equiv. exams)

Stepwise procedure:

1. Go to college website www.sccollegednk.ac.in. Then click on online admission 2018-19. Then the page is redirected to our college admission website www.admissionsccollegednk.in. Now click on **admission form fill up** for fresh registration.

2. Now fill up all data such as Applicant's name, Address, Parent's Name, caste information, annual income etc. in proper boxes.

Personal Information			
Name : *	<input type="text"/>	Father/Guardian : *	<input type="text"/>
Date of Birth : *	<input type="text" value="01"/> <input type="text" value="01(Jan)"/> <input type="text" value="Year"/>	Mother's Name : *	<input type="text"/>
Sex : *	<input type="text" value="--Select--"/>	Marital Status : *	<input type="text" value="--Select--"/>
Nationality :	<input type="text" value="Indian"/>	Spouse Name :	<input type="text"/>
Religion : *	<input type="text" value="--Select--"/>	Blood Group :	<input type="text" value="--Select--"/>
City/Village : *	<input type="text"/>	Category : *	<input type="text" value="--Select--"/>
Post Office : *	<input type="text"/>	Caste Issued by : *	<input type="text" value="--Select--"/> CERTIFICATE NO <input type="text"/>
District : *	<input type="text"/>	PWD (PH) : *	<input type="text" value="No"/>
Pin : *	<input type="text"/>	Income Group :	<input type="text" value="--Select--"/>
State : *	<input type="text" value="--Select--"/>	Family Income :	<input type="text"/> / Year
Mobile No. : *	<input type="text"/>	Sports : *	<input type="text" value="No"/>
Email Id :	<input type="text"/>	Sports Level : *	<input type="text" value="--Select--"/>
Hostel : *	<input type="text" value="No"/>	NCC/NSS :	<input type="text" value="No"/>
Aadhar No	<input type="text"/>	Guardian Ph	<input type="text"/>

Box for providing Personal Information

3. Then enter Academic data of Madhyamik and H.S. exam (or equiv. Exam.) results.

Academic					
DETAILS OF MADHYAMIK (10TH/EQUIVALENT) EXAMINATION					
Year of Passing :*	--Select--	Registration No:*	<input type="text"/>	Roll :*	<input type="text"/> No : <input type="text"/>
Name Of Board :*	--Select--	Subjects Taken :*	<input type="text"/>	Total Percent (%) :*	<input type="text"/>
DETAILS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION					
Year of Passing :*	--Select--	Registration No:*	<input type="text"/>	Roll :*	<input type="text"/> No : <input type="text"/>
Name Of Board :*		--Select--			
MARKS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION					
You must give the Subject names and marks of best distinct subjects in Science / Arts / Commerce Stream in XII Standards. Repetition of One subject for more than once will lead to rejection of the application.					
Subjects		Marks Obtained(%)		Full Marks(%)	
Language Group					
1.	--Select--	<input type="text"/> %		<input type="text"/>	100
2.	ENGLISH	<input type="text"/> %	*	<input type="text"/>	100
Elective Subjects					
1.	--Select--	<input type="text"/> %	*	<input type="text"/>	100
2.	--Select--	<input type="text"/> %	*	<input type="text"/>	100
3.	--Select--	<input type="text"/> %	*	<input type="text"/>	100
4.	--Select--	<input type="text"/> %		<input type="text"/>	100
Grand Total :		<input type="text"/>	=>	<input type="text"/> %	<input type="text"/>
Photo & Signature					

Box for providing Academic data


4. Next upload your photo (size< 30 KB) and signature (size< 20 KB) in proper boxes. Then click **PROCEED** button.

5. Application form preview will appear. Check the data carefully.

Form Preview Dialog

* Please Review And Check Your Application Form Very Carefully. If It Is OK Then Click **Final Submit**. If It Is Not Then **Back** To Your Application Form And Edit. Once You Click **Final Submit** You Can Not Edit Your Application Form.

APPLICATION FORM PREVIEW



Personal Information

Name :	Adrish Ghosh	Father/Guardian :	minmoy ghosh
Date of Birth :	01-01-1998	Mother's Name :	koel ghosh
Sex :	M	Marital Status :	U
Nationality :	Indian	Spouse Name :	
Religion :	H	Blood Group :	O+
City/Village :	dhaniakhali	Category :	UR
Post Office :	dhaniakhali	Caste Issued by :	-Select- Cert. No. :
District :	hooghly	PWD (PH) :	N
Pin :	712302	Income Group :	APL
State :	WB	Family Income :	36000 / Year
Mobile No. :	8989898989	Sport :	N

Upper part of Application Form Preview

Form Preview Dialog


Name Of Board : W.B.B.S.E Subjects of 10th : beng eng hist geog phisc biosc math Total Marks : 75. %

Details of Last Examination (HS/Equivalent) Passed

Year of Passing : 2017 Registration No: 231211 Roll : 121212 No : 2222

Name Of Board : WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Mark Sheet	
Subjects	Marks Obtained(%)
Language Group	
1. BENGALI	64.
2. ENGLISH	65.
Stream Subjects	
1.ECONOMICS	70.
2.HISTORY	75.
3.GEOGRAPHY	80.
4.PHILOSOPHY	85.
Total Marks	375



Signature of Applicant

FINAL SUBMIT
EDIT FORM

Lower part of Application Form Preview

If all the data's are OK then click FINAL SUBMIT. Otherwise click on EDIT FORM and modify data where required and then submit. Note after 'FINAL SUBMIT' no change can be done. After 'FINAL SUBMIT' one will get his/her registration number, user name and password to the given mobile number through SMS.

6. In the next page you have to upload scan copy of HS or equivalent Marks sheet, Caste/ PH certificate (wherever applicable).

Upload Documents

Name :	<input type="text" value="BB"/>	Regn. No.:	<input type="text" value="4121900007"/>	D.O.B.:	<input type="text" value="01-01-2001"/>
Category :	<input type="text" value="SC"/>	PWD :	<input type="text" value="N"/>	Email :	<input type="text" value="bsahu2018@gmail.com"/>

Secondary Admit/Age Proof :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Not Required
Secondary Marksheet :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Not Required
H.S.(Equivalent) Registration Certificate :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Not Required
H.S.(Equivalent) Marksheet :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Upload Document
Caste Certificate :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Upload Document
PWD Certificate :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Submit"/>	Not Required

Uploaded Notice

	SI No	Document Type	Date	
Download	1	Upload All Documents Shown as Upload Document	24-05-2019 23:01:20	Delete

Click on 'Choose File' against required document. Select the concerned file and then click on 'Submit'. A pop up window will appear showing 'Successfully uploaded'. Click on 'OK' button below. After uploading of all required documents click on 'Next' button.

7. Next a screen appears where there are options for choosing streams/ courses one wish to apply.

Congratulation! You Have Submitted The Form Successfully.

Please save the following Registration No. This information is needed for all future communication.

Applicant Identity Code / Registration No : **4121900006**

Choose Apply For

Honours Apply

Apply for Honours Not Apply for Honours

General/Programme Apply

B.A. GENERAL B.COM GENERAL B.SC (PURE) GENERAL Not Apply for General

NOTE: You Have To Choose 1 Option From Honours Apply And Maximum 2 Option(s) from General Apply.

Check boxes for choosing streams/courses

Under 'Honours apply' heading one should choose the left option (Apply for Honours) if one desires to apply for honours courses. Then under 'General Apply' one can choose at most two general course streams. Click NEXT to proceed. If one wishes to apply for

General course only he/she should choose 'Not Apply for Honours' and click NEXT. If one don't want to apply for General courses select 'Not Apply for General'

8. Next choose maximum four honours subjects for which one is eligible (this option is applicable for those who opted for Honours courses in the previous page).

Please Choose Honours Subject(s)

Name : <input style="width: 90%;" type="text" value="ADRISH GHOSH"/>	Regn. No: <input style="width: 90%;" type="text" value="4121800054"/>	D.O.B: <input style="width: 90%;" type="text" value="01-01-1998"/>	
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Choice For Honours

Choice-1 : <input style="width: 95%;" type="text" value="ENGLISH HONOURS"/>	Choice-2 : <input style="width: 95%;" type="text" value="CHEMISTRY HONOURS"/>
Choice-3 : <input style="width: 95%;" type="text" value="MATHEMATICS HONOURS"/>	Choice-4 : <input style="width: 95%;" type="text" value="BENGALI HONOURS"/>

Click **SUBMIT**.

9. Payment page appears.

SARAT CENTENARY COLLEGE

Payment Details (Registration Fees)

APPLICANT NAME :	ADRISH GHOSH
APPLICANT ID / REG NO :	4121700108
APPLIED FOR :	General Course

Fees Name	Amount
Registration Fees	300.00
Bank Charge	0.00
TOTAL AMOUNT (Rs.)	300.00

Rs. Three Hundred Rupees Only

Note :-

1 : THIS IS NOT A CHALLAN.
2. NO MONEY WILL BE REFUNDED TO ANY CANDIDATE WHO GIVES ANY KIND OF WRONG INFORMATION REGARDING HIS/HER, DURING ONLINE ADMISSION FORM REGISTRATION PROCESS AND THE COLLEGE AUTHORITY WILL NOT BE HELD RESPONSIBLE FOR THAT BY ANY MEANS.

Payment Mode (Registration Fees)

<input style="background-color: #2196f3; color: white; padding: 5px 15px;" type="button" value="Pay Online"/>	<input style="background-color: #90caf9; padding: 5px 15px;" type="button" value="Bank Portal"/>
<input style="background-color: #90caf9; padding: 5px 15px;" type="button" value="Bank Challan"/>	<input style="background-color: #90caf9; padding: 5px 15px;" type="button" value="College Challan"/>

Click 'Pay Online'. Now pay the stipulated registration fee (Rs. 400/- excluding bank charges) through debit/credit card and internet banking. After successful payment your registration is complete.

Note: 1. If after 'final submit' (step 5) one detects that there is some wrong information in the submitted application he/she should delete his/her data after login to admission portal (using the username password obtained during step-3) and apply a fresh.

2. Subjects combinations for the 3 years courses shall have to be chosen in later phase.

Website: www.scollegednk.ac.in  www.admissionscollegednk.in

Admission helpline number: 03213-255282/ 8759275925